



ATTENTION ALL ATTORNEYS & INSURERS

TO: ALL INTERESTED PARTIES

FROM: DEPARTMENT OF INDUSTRIAL ACCIDENTS

RE: ON LINE ACCOUNTS REQUIRED FOR DOCUMENT MANAGEMENT SYSTEM

DATE: JANUARY 26, 2009

The Department of Industrial Accidents (DIA) is approaching the launch window of its Document Management System (DMS) - 1st Quarter 2009 (Date TBA). At that time, all documents submitted to the DIA in hard copy (paper) at Conciliation, Conference or as correspondence to an adjudicator regarding a specific case, must be accompanied by bar-coded coversheet which can be generated using a specific tool within the on-line user accounts for all parties. The system will be used to store all case related documents going forward. The DIA will maintain permanent records using this system. We will provide secured on-line viewing access to the case files, for the parties involved, via our Internet Portal [www.mass.gov/dia].

In order to obtain access to case files and to generate case specific bar-coded coversheets, you or your organization must be a party to the matter and you **MUST** have an on-line user account with the DIA. These accounts are available to attorneys, insurers and claimants. Existing account holders do not need to apply for a new account as your active account will contain all the necessary tools to view case documents and generate bar-coded coversheets from anywhere you have Internet access. Please review the DMS tutorials and information on our web-site at www.mass.gov/dia - look for the "Document Management System" link in the middle of the page. This site provides detailed information on the operation of the DMS and the role of the users and what they must do to comply with document submission protocols and how to obtain and on-line user account.

We would like to obtain the following information to assist us in fully implementing the DMS:

What is your current Operating System?

1. Windows (all versions)
2. Mac
3. Other (please specify)

Please send your response to: DMS.Info@dia.state.ma.us

As previously announced, the DIA will also be holding two seminars for attorneys and insurers on the operation and use of the DMS in Boston on January 28th at 10:30 a.m. and 1:30 p.m. Look for further updates and information on our web-site listed above.

Questions on the system and its implementation should be directed to 617-727-4900 ext. 560.

Best regards.

Please note – this announcement was sent as an e-mail to all external users who have submitted an e-mail address to the DIA. As such, if you have already responded to that message there is no need for an additional response. Thanks again.